



STARS RMAM User Guide for Managing STARS

November 8, 2019

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Overview



This presentation will provide an overview of a few of the functions you, a Registration Maintenance Account Manager (RMAM), can carry out in CDX as an administrator of the STARS application. This guide will show you how to:

- [Access the RMAM page](#)
- [Give an existing CDX user access to the EPA reviewer roles](#)
- [Create a CDX account with an EPA reviewer role for a new user](#)
- [Approve a Primary Applicant's request to access STARS](#)
- [Request that an existing CDX user receives RMAM privileges](#)

The EPA reviewer roles allows a user to:

- View Submitted Tire Applications
- Download .csv export of submitted application data

Access the RMAM page





To begin, access the CDX homepage (<https://cdx.epa.gov/>) and log in with your User ID and password.

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CDX Central Data Exchange [Contact Us](#)

Log in to CDX

User ID

Password

[Log In](#) [Register with CDX](#)

[Forgot your Password?](#)
[Forgot your User ID?](#)
[Warning Notice and Privacy Policy](#)

Welcome

Welcome to the Environmental Protection Agency (EPA) Central Data Exchange (CDX) - the Agency's electronic reporting site. The Central Data Exchange concept has been defined as a central point which supplements EPA reporting systems by performing new and existing functions for receiving legally acceptable data in various formats, including consolidated and integrated data.

Warning Notice and Privacy Policy

Warning Notice

RMAM

Page: MyCDX with Reg Maint Tab



After logging in, select the **Reg Maint** tab.

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CDX Central Data Exchange

Contact Us
Logged in as STARSUSERGUIDE06 (Log out)

MyCDX Inbox My Profile **Reg Maint** Submission History

Services Manage

Status	Program Service Name	Role
	STARS: SmartWay Tire Application Reporting System	EPA Reviewer

CDX Service Availability

[See the status for all program services](#)

News and Updates

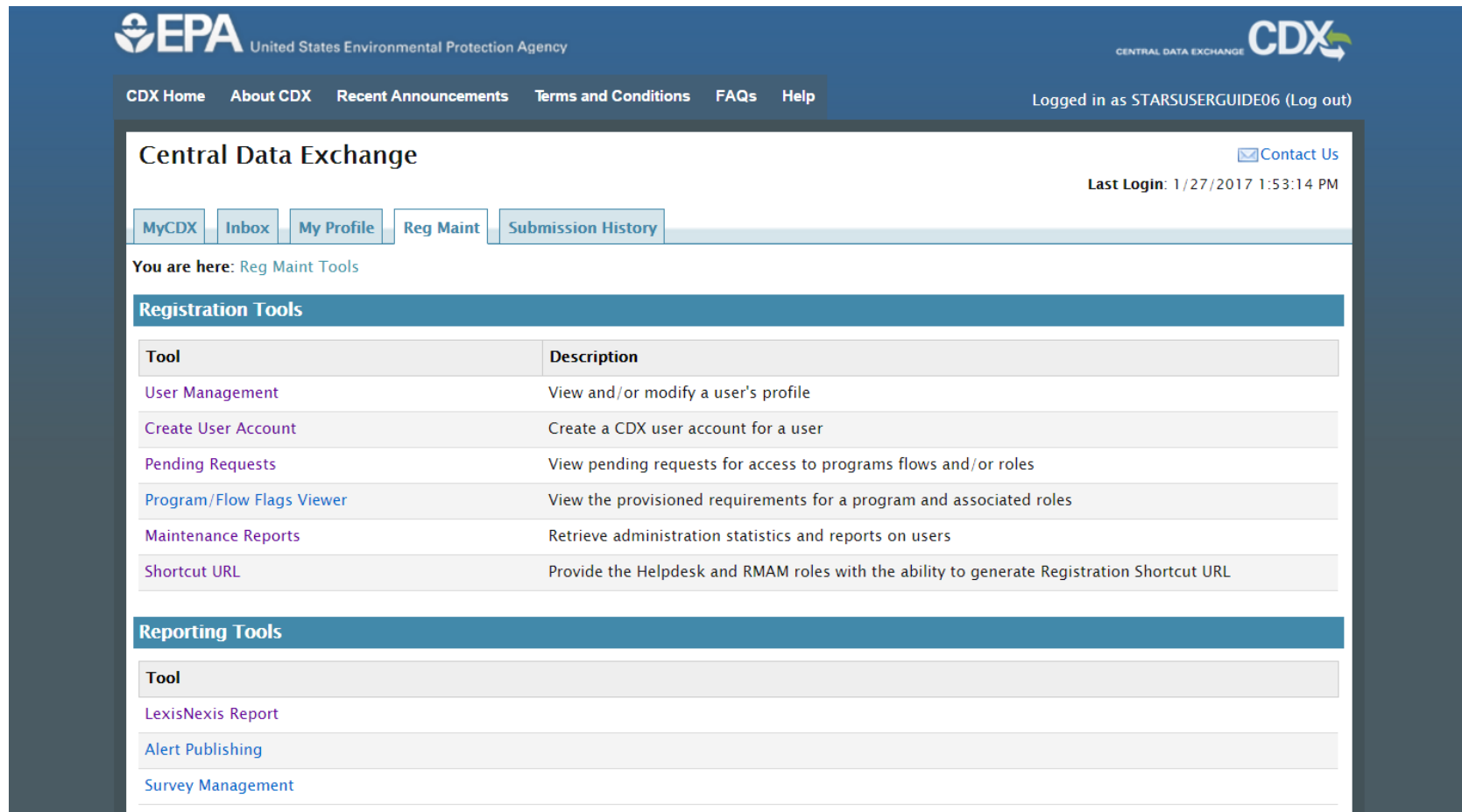
No news/updates.

[Add Program Service](#) [Manage Your Program Services](#)

CDX Help Desk: 888-890-1995 | (970) 494-5500 for International callers

EPA Home | Privacy and Security Notice | Accessibility | About CDX | Frequently Asked Questions | Terms and Conditions | Contact Us

From the **Reg Maint** tab, you will have access to multiple Registration Maintenance tools.



The screenshot shows the EPA Central Data Exchange (CDX) interface. At the top, the EPA logo and "United States Environmental Protection Agency" are on the left, and the CDX logo with "CENTRAL DATA EXCHANGE" is on the right. Below the logos is a navigation bar with links: CDX Home, About CDX, Recent Announcements, Terms and Conditions, FAQs, and Help. On the right side of the navigation bar, it says "Logged in as STARSUSERGUIDE06 (Log out)".

The main content area is titled "Central Data Exchange" and includes a "Contact Us" link. Below this is a breadcrumb trail: "You are here: Reg Maint Tools".

The "Reg Maint Tools" section is highlighted in blue. It contains a table with two columns: "Tool" and "Description".

Tool	Description
User Management	View and/or modify a user's profile
Create User Account	Create a CDX user account for a user
Pending Requests	View pending requests for access to programs flows and/or roles
Program/Flow Flags Viewer	View the provisioned requirements for a program and associated roles
Maintenance Reports	Retrieve administration statistics and reports on users
Shortcut URL	Provide the Helpdesk and RMAM roles with the ability to generate Registration Shortcut URL

Below the "Reg Maint Tools" section is the "Reporting Tools" section, also highlighted in blue. It contains a table with two columns: "Tool" and "Description".

Tool	Description
LexisNexis Report	
Alert Publishing	
Survey Management	

Give an existing CDX user access to the EPA reviewer roles





To edit an existing user's account, from the **Reg Maint** tab, select **User Management**.

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CENTRAL DATA EXCHANGE

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Central Data Exchange

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You are here: Reg Maint Tools

Registration Tools

Tool	Description
User Management	View and/or modify a user's profile
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Program/Flow Flags Viewer	View the provisioned requirements for a program and associated roles
Maintenance Reports	Retrieve administration statistics and reports on users
Shortcut URL	Provide the Helpdesk and RMAM roles with the ability to generate Registration Shortcut URL

Reporting Tools

LexisNexis Report
Alert Publishing
Survey Management

You will be brought to the Search page where you can search for users by various criteria. You can search for users across all Program Services, regardless of the Program Service you have access to.

Central Data Exchange

Contact Us

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MyCDX

Inbox

My Profile

Reg Maint

Submission History

You are here: [Reg Maint Tools](#) » User Management – Search

User Management – Search

Search By Criteria

User ID

Exact Matches Only:

First Name

Exact Matches Only:

Last Name

Exact Matches Only:

Email

Exact Matches Only:

Program Service

Any Program Service

Role

Program ID

Exact Matches Only:

Phone Number

Exact Matches Only:

Organization Name

Exact Matches Only:

Search By Confirmation Number

Confirmation Number

Search results are displayed in a table. If multiple pages of results are returned, you can navigate through the pages. Clicking on a user's name will open their **User Details**.

Central Data Exchange

Contact Us

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MyCDX

Inbox

My Profile

Reg Maint

Submission History

You are here: [Reg Maint Tools](#) » [User Management – Search](#) » User Management – Search Results

User Management – Search Results


Back


10 items found; displaying 1 to 10. Page 1 of 1

User Information	Organization / Program / Role Information	Verification Indexes
darren alderman (STARSUSERGUIDE06) darren.alderman@cgifederal.com	Organization: CGI FEDERAL Program Service: STARS Role: EPA Reviewer: N/A	Current Electronic Score: Not Set Current Paper Score: Not Set
darren alderman (STARSUSERGUIDE06) darren.alderman@cgifederal.com	Organization: CGI FEDERAL Program Service: AutoReg Role: Auto Registration: N/A	Current Electronic Score: Not Set Current Paper Score: Not Set
Darren Alderman (STARSUSERGUIDE) darren.alderman@cgifederal.com	Organization: STARS Test Company Program Service: STARS Role: Applicant: N/A	Current Electronic Score: Current Paper Score: Not Set
Darren Alderman (STARSUSERGUIDE01) darren.alderman@cgifederal.com	Organization: CGI FEDERAL Program Service: STARS Role: Applicant: N/A	Current Electronic Score: Current Paper Score: Not Set
Darren Alderman (STARSUSERGUIDE02) darren.alderman@cgifederal.com	Organization: CGI FEDERAL Program Service: STARS Role: Applicant: N/A	Current Electronic Score: Current Paper Score: Not Set
Darren Alderman (STARSUSERGUIDE03) darren.alderman@cgifederal.com	Organization: CGI FEDERAL Program Service: STARS Role: Applicant: N/A	Current Electronic Score: Current Paper Score: Not Set
Darren Alderman (STARSUSERGUIDE04) darren.alderman@cgifederal.com	Organization: CGI FEDERAL Program Service: STARS Role: Applicant: N/A	Current Electronic Score: Not Set Current Paper Score: Not Set



From the **User Details** page, you can edit a user's Account, Organization, and Program Flow Information. You can give a user the EPA Reviewer role in the **Program Flow Information** section.


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You are here: [Reg Maint Tools](#) » [User Management - Search](#) » [Users Summary](#) » [User Details](#)

User Management – User Detail

User Account Information – [Edit Account](#)

User Personal Information

User ID
STARSUSERGUIDE08

Registration Status
Active

Previous Log In
1/27/2017 2:11:03 PM

Federal Employee / Contractor
N

Registration Date
1/27/2017 2:10:16 PM


User Name
Mr Darren Alderman

Paper Verification Index
Not Set


Electronic Verification Index
CROMERR-Minimum


Verification Methods
Signature Questions
Set

Mobile Number
Not Set

Primary Number = 

User Organization Information (click organization name to modify) – [Add Organization](#)

Primary Organization = 

Org #	Organization Information	Contact Information	User-Org Verification Index	Organization Verification Index
(1)	 CGI FEDERAL 12601 FAIRLAKES CIRCLE FAIRFAX, VA, US 22033	darren.alderman@cgifederal.com Phone: (337) 484-1794	<div>Electronic Verification: Not Set</div> <div>Paper Verification: Not Set</div> <div>CDX ESA: None</div>	<div>Electronic Verification: CROMERR-Minimum</div> <div>Paper Verification: Signature-Notary</div> <div>Organization ID: 15361</div>

Program Flow Information (click program service code to modify) – [Add Program Service](#)

Show Inactive Roles? **Yes** ▼

Program Service Code	Role	Program ID	Organization Name	Nomination Allowed	Status	Add Role
OTAQREGIII	Registration	N/A	(1)	N	Active	

10



If **STARS** is not listed in the **Program Service** table, you will need to select **Add Program Service** to give the user the EPA Reviewer role.

12001 FAIRFAXS CIRCLE
FAIRFAX, VA, US
22033

CDX ESA: None

Paper Verification: Signature–
Notary
Organization ID: 15361

Program Flow Information (click program service code to modify)

[Add Program Service](#)

Show Inactive Roles? Yes ▼

Program Service Code	Role	Program ID	Organization Name	Nomination Allowed	Status	Add Role
OTAQREGIII	Registration	N/A	(1)	N	Active	

Back



Select the user's organization. Then, select **STARS** as the Program Service and **EPA Reviewer**, **Center Director**, or **Division Director** as the Role. Finally, select **Add Flow/Role Information** and the **Approve** the new role.

Not Set

Add New Program

Select the program service and role from the lists below. If the organization does not exist in the dropdown list, add the organization first.

Select an Organization: CGI FEDERAL ▼

Select a Program Service: STARS: SmartWay Tire Application Reporting System ▼

Select a Role: EPA Reviewer ▼

Add Flow/Role Information Close



The user now has access to the EPA Reviewer role.

12001 FAIRFAXS CIRCLE
FAIRFAX, VA, US
22033

CDX ESA: None

Paper Verification: Signature–
Notary
Organization ID: 15361

Program Flow Information *(click program service code to modify)* – [Add Program Service](#)
Show Inactive Roles? Yes ▼

Program Service Code	Role	Program ID	Organization Name	Nomination Allowed	Status	Add Role
OTAQREGIII	Registration	N/A	(1)	N	Active	
STARS	EPA Reviewer	N/A	(1)	N	Active (Deactivate)	

Back



If the user already has access to the STARS Program Service through another role, you can give the user access to the EPA Reviewer, Center Director, or Division Director roles by selecting the **Add Role** icon.

Program Flow Information <small>(click program service code to modify)</small> – Add Program Service						Show Inactive Roles? Yes ▼
Program Service Code	Role	Program ID	Organization Name	Nomination Allowed	Status	Add Role
STARS	Applicant	N/A	(1)	N	Active (Deactivate)	

Additionally, you can **Activate** or **Deactivate** a user's access to STARS by changing the Status.


Program Flow Information <small>(click program service code to modify)</small> – Add Program Service						Show Inactive Roles? Yes ▼
Program Service Code	Role	Program ID	Organization Name	Nomination Allowed	Status	Add Role
STARS	Applicant	N/A	(1)	N	Active (Deactivate)	
STARS	EPA Reviewer	N/A	(1)	N	Active (Deactivate)	


Create a CDX account with an EPA reviewer role for a new user





To create an account for a user, from the **Reg Maint** tab, select **Create User Account**.


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You are here: Reg Maint Tools

Registration Tools

Tool	Description
User Management	View and/or modify a user's profile
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Shortcut URL	Provide the Helpdesk and RMAM roles with the ability to generate Registration Shortcut URL

Reporting Tools

Tool
LexisNexis Report
Alert Publishing
Survey Management



As the RMAM, you will be required to accept the Terms and Conditions on behalf of the user you are creating the account for.

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The access and use of CDX Registration for the electronic submittal of environmental information require the creation of a user ID and password that I must maintain and keep confidential. I will review the following steps concerning the creation and maintenance of a user ID and password.

Warning Notice

In proceeding and accessing U.S. Government information and information systems, you acknowledge that you fully understand and consent to all of the following:

- you are accessing U.S. Government information and information systems that are provided for official U.S. Government purposes only; unauthorized access to or unauthorized use of U.S. Government information or information systems is subject to criminal, civil, administrative, or other lawful action;
- the term U.S. Government information system includes systems operated on behalf of the U.S. Government;
- you have no reasonable expectation of privacy regarding any communications or information used, transmitted, or stored on U.S. Government information systems;
- at any time, the U.S. Government may for any lawful government purpose, without notice, monitor, intercept, search, and seize any authorized or unauthorized communication to or from U.S. Government information systems or information used or stored on U.S. Government information systems;
- at any time, the U.S. Government may for any lawful government purpose, search and seize any authorized or unauthorized device, to include non-U.S. Government owned devices, that stores U.S. Government information;
- any communications or information used, transmitted, or stored on U.S. Government information systems may be used or disclosed for any lawful government purpose, including but not limited to, administrative purposes, penetration testing, communication security monitoring, personnel


☒ I Accept

☐ I Decline

[Proceed](#) [Cancel](#)



Select **STARS** – the Program Service for which you are registering the user. Your selection will be limited to the Programs you have RMAM privileges for.

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CDX

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Core CDX Registration

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Last Login: 1/31/2017 12:54:29 PM

1. Request Program Service

2. Request Role Access

3. Provide User and Organization Information

Typing in a program service name in the search box will filter the list of program services below. For example, typing in "Air Quality System (AQS)" will filter the list to the AQS program service. In addition, key words can be typed into the search box. For example, if you enter in a media type (air, water, waste) or applicable legislation (Clean Air Act, Emergency Planning and Community Right-To-Know Act), the list of program services will filter to all program services associated with that set of key words.


Active Program Services List


STARS: SmartWay Tire Application Reporting System

Cancel



Select **EPA Reviewer**, **Center Director**, or **Division Director** – the role for which you are registering the new user.

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Core CDX Registration

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1. Request Program Service ✓

2. Request Role Access

3. Provide User and Organization Information

Registration Information

Program Service: SmartWay Tire Application Reporting System

Role: Not selected

Select Role

EPA Reviewer ▼

Request Role Access Cancel



Provide the new user's information, including the selection of a username and password. The user will update this password once they log in to their new account.

Note: You will need to provide the user with the temporary password you enter.

Core CDX Registration

Contact Us

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1. Request Program Service 2. Request Role Access 3. Provide User and Organization Information

Registration Information

Program Service: SmartWay Tire Application Reporting System

Role: EPA Reviewer

Essential information is marked with an asterisk(*)

Part 1: User Information

Description of Fields

User ID * User ID may not be blank.

Title *

-Please Select-

First Name *

Middle Initial

Last Name *

Suffix

-Please Select-

Password *

Re-type Password *

Part 2: Organization Information

Search for your organization using the text box below. You may search by entering the Organization Name or the Organization ID.

Search



Provide the user's Organization information on behalf of the user, including an email and phone number. Once the information is filled out, you can submit the request for the new account.

Part 2: Organization Information

U.S. EPA

Mailing Address

1200 PENNSYLVANIA AVE NW
WASHINGTON, DC, US
20460

Provide Additional Contact Information:

Email *

Re-enter Email *

Phone Number *

Phone Number Ext

Fax Number

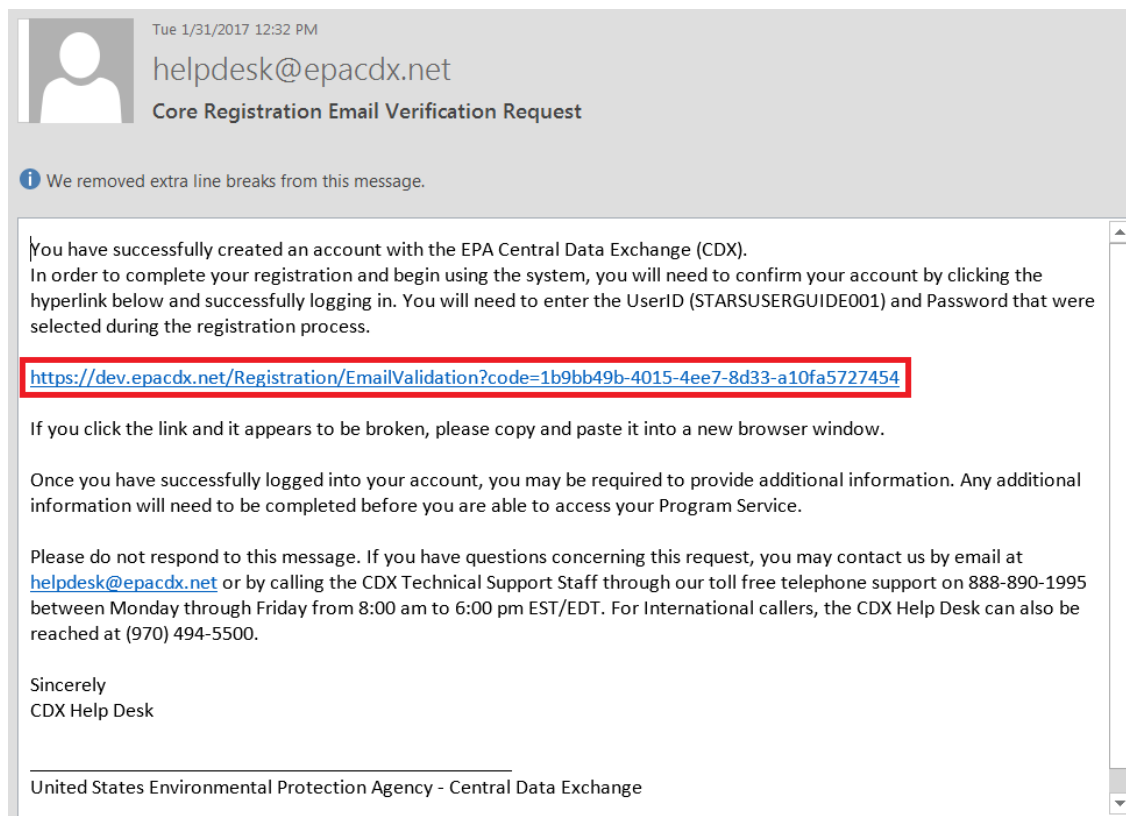
Wrong organization information? [Back to Search Results](#), [Use advanced search](#) or [request that we add your organization](#).

[Submit Request for Access](#)




Once you submit the New User request, an email will be sent to the email you provided for the user. The new user will need to follow the link and log into CDX using the username and password you specified for the new user account.


Note: You will need to approve the request in order for the new user to have access to a EPA reviewer role.





To approve any pending requests, from the **Reg Maint** tab, select **Pending Requests**.


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You are here: Reg Maint Tools

Registration Tools

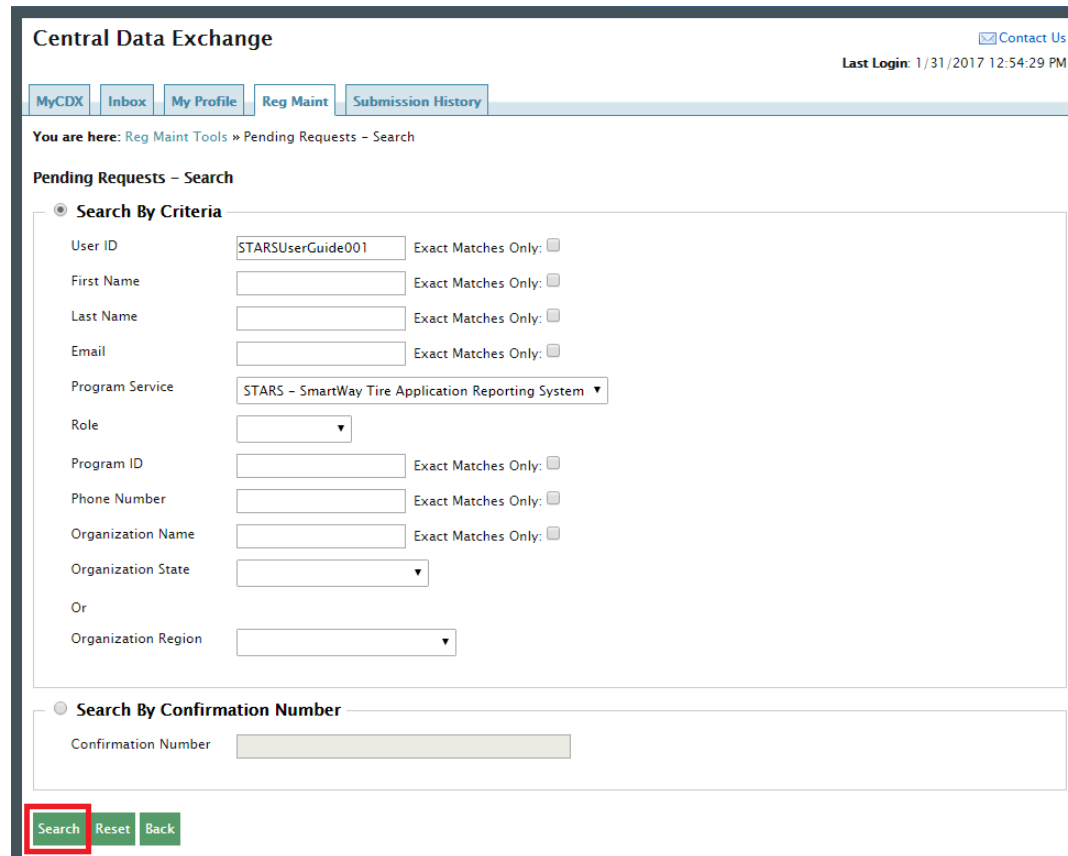
Tool	Description
User Management	View and/or modify a user's profile
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Reporting Tools

Tool
LexisNexis Report
Alert Publishing
Survey Management

You will be brought to the Search page where you can search for users by various criteria. You will only be able to search across Program Services you have access to.

Search for the User ID you just created to activate the account.



The screenshot shows the 'Central Data Exchange' interface. At the top right, there is a 'Contact Us' link and a 'Last Login' timestamp of '1/31/2017 12:54:29 PM'. Below the header, a navigation bar contains tabs for 'MyCDX', 'Inbox', 'My Profile', 'Reg Maint', and 'Submission History'. The main content area is titled 'Pending Requests - Search'. Under this title, there are two search methods: 'Search By Criteria' (selected) and 'Search By Confirmation Number'. The 'Search By Criteria' section includes input fields for 'User ID' (containing 'STARSTUserGuide001'), 'First Name', 'Last Name', 'Email', 'Program Service' (a dropdown menu showing 'STARS - SmartWay Tire Application Reporting System'), 'Role' (a dropdown menu), 'Program ID', 'Phone Number', 'Organization Name', 'Organization State' (a dropdown menu), and 'Organization Region'. Each of these fields has an 'Exact Matches Only' checkbox to its right. Below these fields is an 'Or' section with a dropdown for 'Organization Region'. The 'Search By Confirmation Number' section has a single input field for 'Confirmation Number'. At the bottom of the form, there are three buttons: 'Search' (highlighted with a red box), 'Reset', and 'Back'.



Results from your search are displayed in the table. Select the checkboxes associated with the requests you wish to approve. Select **Approve Selected Requests**.

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You are here: [Reg Maint Tools](#) » [Pending Requests – Search](#) » Pending Requests – Summary

Pending Requests – Search Results

1 items found; displaying 1 to 1.

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<input type="checkbox"/>	Requestor Information	Request Details	Request Date
<input checked="" type="checkbox"/>	Darren Alderman (STARSUSERGUIDE001) darren.alderman@cgifederal.com	Organization: U.S. EPA Program Service: STARS Role: EPA Reviewer View Details	Current Electronic Score: Not Set Current Paper Score: Not Set <div>Not Set ▼</div>


[Approve Selected Requests](#)
[Reject Selected Requests](#)
[Back](#)


RMAM

Page: Approve Pending Requests



Review the requests you selected and select **Approve Requests**. The new user you created will now have access to STARS.

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You are here: [Reg Maint Tools](#) » [Pending Requests – Search](#) » [Pending Requests – Search](#) » Pending Request Review

Pending Requests – Confirm Selected

1 items found

Requestor Information	Request Details	Request Date
Darren Alderman (STARSUSERGUIDE001) darren.alderman@cgifederal.com	U.S. EPA STARS EPA Reviewer : N/A	Current Electronic Score: Not Set Current Paper Score: Not Set 1/31/2017 1:32:26 PM

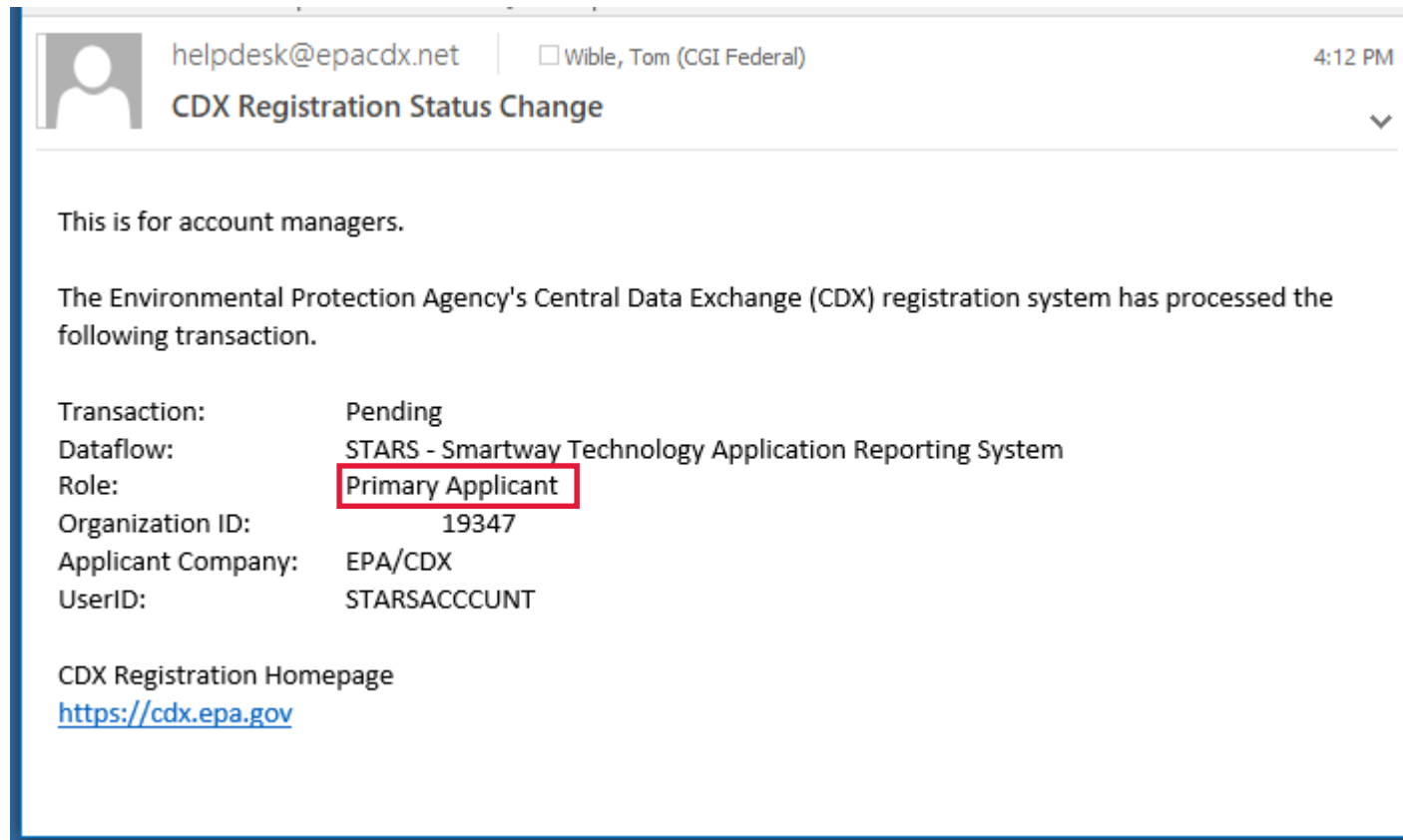
[Approve Requests](#) [Back](#)

Approve a Primary Applicant's request to access STARS





When a new Primary Applicant requests access to the STARS application, you will receive a notification email similar to the one below. You will need to approve this user's request before they can submit applications in the STARS application.





To approve any pending requests, from the **Reg Maint** tab, select **Pending Requests**.

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Reporting Tools

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You will be brought to the Search page where you can search the pending requests by searching for the User ID in the notification email. Alternatively, you could search for the STARS Program Service to see all Pending Requests for the STARS program.

Central Data Exchange

[Contact Us](#)

Last Login: 11/8/2019 7:19:05 PM

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You are here: [Reg Maint Tools](#) » Pending Requests - Search

Pending Requests - Search

☒ Search By Criteria

User ID

STARSACCCUNT

Exact Matches Only: ☐

First Name

Exact Matches Only: ☐

Last Name

Exact Matches Only: ☐

Email

Exact Matches Only: ☐

Program Service

STARS - Smartway Technology Application Reporting System ▼

Role

▼

Program ID

Exact Matches Only: ☐

Phone Number

Exact Matches Only: ☐

Organization Name

Exact Matches Only: ☐

Organization State

▼

Or

Organization Region

▼

☐ Search By Confirmation Number

Confirmation Number

Search

Reset

Back



Locate and select the hyperlinked name above the CDX User ID that was listed in the pending request notification.

Central Data Exchange

Contact Us

Last Login: 11/8/2019 7:19:05 PM

MyCDX

Inbox

My Profile

Reg Maint

Role Sponsorship

Submission History

Payment History

You are here: [Reg Maint Tools](#) » [Pending Requests - Search](#) » Pending Requests - Summary

Pending Requests - Search Results

1 items found; displaying 1 to 1. Page 1 of 1

<input type="checkbox"/>	Requestor Information	Request Details	Request Date
<input type="checkbox"/>	Tom Wible (STARSACCCUNT) tom.wible@cgifederal.com	Organization: EPA/CDX Program Service: STARS Role: Primary Applicant View Details	Current Electronic Score: CROMERR- Minimum Current Paper Score: Not Set <div>Not Set</div>

Approve Selected Requests

Reject Selected Requests

Back

Page: Approve Role Access on User Details

Note: User's with the same Organization ID can see each other's applications. If multiple user's would like to submit applications for the same organization, they will all need to be registered under the same Organization ID to see and share applications.

Once you have verified the user's organization, select 'Approve' to activate the user's account.

MyCDX

Inbox

My Profile

Reg Maint

Role Sponsorship

Submission History

Payment History

You are here: [Reg Maint Tools](#) » [Pending Requests - Search](#) » [Pending Requests - Summary](#) » [User Details](#)

User Management - User Detail

User Account Information - [Edit Account](#)

User Personal Information

User ID STARSACCT	User Name Mr Tom Wible
Registration Status Active	Federal Employee / Contractor N
Previous Log In 11/9/2019 4:11:02 PM	Paper Verification Index Not Set
Registration Date 11/9/2019 3:59:44 PM	Electronic Verification Index CROMERR-Minimum

Verification Methods

Signature Questions Set	Mobile Number Not Set	Primary Number =
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User Organization Information (click organization name to modify) - [Add Organization](#)

Primary Organization =

Org #	Organization Information	Contact Information	User-Org Verification Index	Organization Verification Index
(1)	EPA/CDX 1200 PENN. AVE NW WASHINGTON, DC, US 20460	tom.wible@cgifederal.com Phone: (301) 385-1760	Electronic Verification: Not Set Paper Verification: Not Set ESA Status: Details	Electronic Verification: Not Set Paper Verification: Signature Organization ID: 19347

Program Flow Information (click program service code to modify) - [Add Program Service](#) Show Inactive Roles? ☐

Program Service Code	Role	Program ID	Organization Name	Nomination Allowed	Status	Add Role
STARS	Primary Applicant	N/A	(1)	N	AwaitingApproval (Approve / Reject)	

You will be asked to confirm you would like to approve the request, select 'Approve.'

Update Paper Index

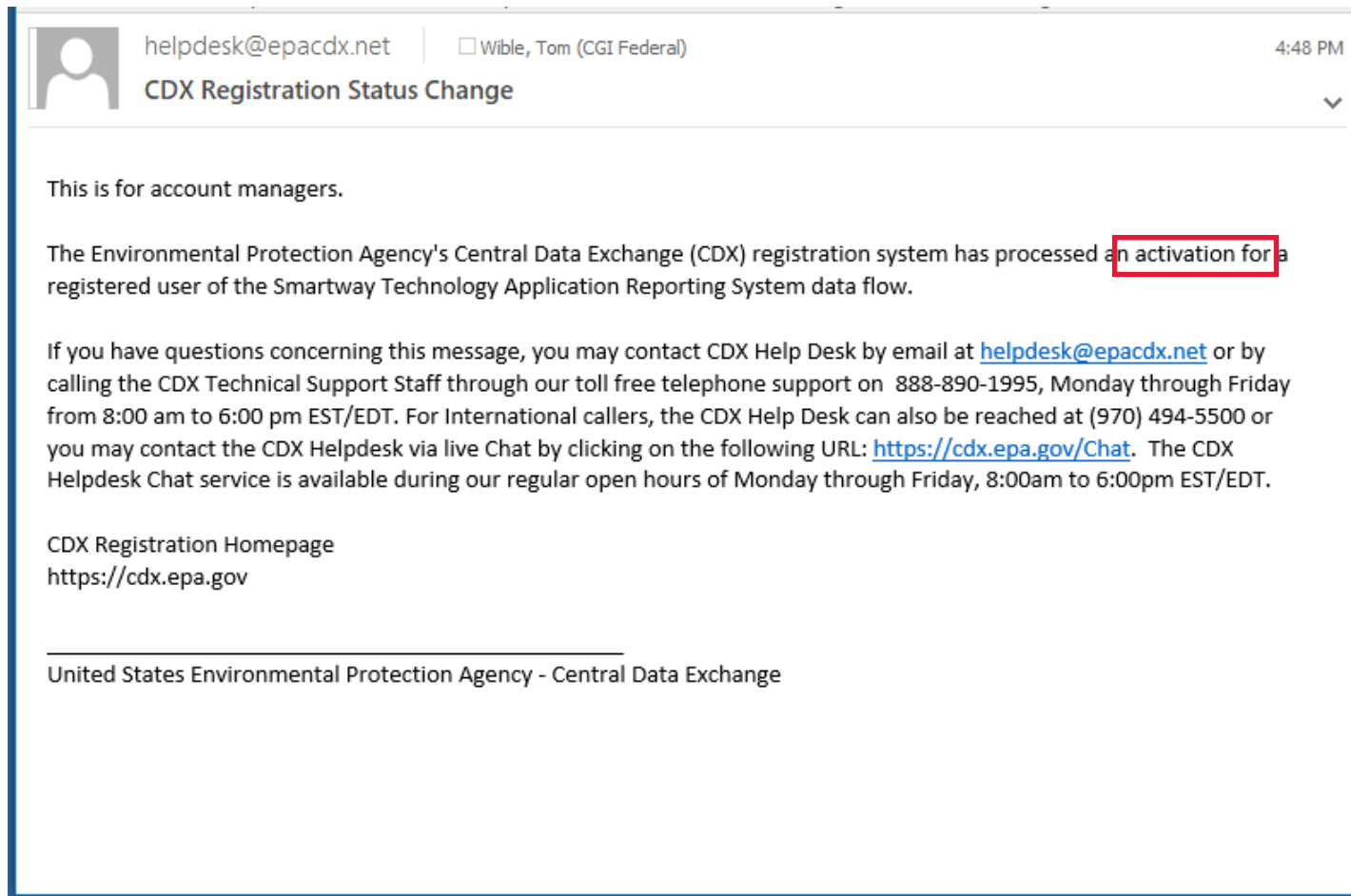
User ID:	STARSACCCUNT
User Name:	Tom Wible
Program:	STARS
Role:	Primary Applicant
Subject:	N/A

Approve

Close



You will receive a confirmation notification similar to the one below indicating the user's account has been activated. The Applicant will also receive a system-generated notification.



Request that an existing CDX user receives RMAM privileges



Request RMAM Privileges



If you would like to grant another CDX user RMAM privileges or you have any other questions please contact:

- Sam Stone – CGI
 - samuel.stone@cgifederal.com
 - 703-227-6424
- Pat Souza
 - patrick.souza@cgifederal.com
 - 703-227-6002

